

Keyon Runte

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PROFESSIONAL SUMMARY

Proven HR Manager experienced at scaling teams and processes across startup, comfortable working cross-functionally.

TECHNICAL SKILLS

Talent

Sourcing • Recruitment

Operations

HRIS (Workday/BambooHR) • Payroll Coordination • Benefits Administration

People Practices

L&D • Succession Planning

Compliance

Diversity & Inclusion • GDPR • Workplace Investigations

EXPERIENCE

HR Manager — Waelchi LLC (2017 - Present)

- Managed complex employee relations issues and maintained compliance with local employment law.
- Led recruitment for 140 roles across EMEA/US, reducing time-to-hire by 24%.

People Operations Manager — Adams, Krajcik and Ziemann (2017 - 2024)

- Led recruitment for 164 roles across EMEA/US, reducing time-to-hire by 33%.
- Rolled out benefits and L&D programs that increased retention in key teams by 6%.
- Implemented a performance review program which improved engagement scores by 18 points.
- Managed complex employee relations issues and maintained compliance with local employment law.

Talent Acquisition Manager — Baumbach Inc (2016 - 2022)

- Managed complex employee relations issues and maintained compliance with local employment law.
- Rolled out benefits and L&D programs that increased retention in key teams by 20%.

HR Business Partner — O'Kon Inc (2020 - Present)

- Rolled out benefits and L&D programs that increased retention in key teams by 18%.
- Led recruitment for 124 roles across EMEA/US, reducing time-to-hire by 21%.
- Managed complex employee relations issues and maintained compliance with local employment law.

ACADEMIC BACKGROUND

B.A. Business Administration, Murray Inc Institute (2022)

CERTIFICATIONS

- PHR
- SHRM-CP
- CIPD Level 5/7

PROJECTS

officiis - Distributed uniform orchestration

harum tempus - Digitized interactive utilisation

ad inventias statua - Distributed incremental capacity